FAA SAFETY MANAGEMENT INFORMATION SYSTEM

Senior Management Overview

Purpose of SMIS

➢ Report work-related injury or illness, property damage, motor vehicle & fire (mishaps) online using the 3900-6 form.

http://www.aee.faa.gov/aee-200/ch5.PDF
http://www.aee.faa.gov/aee-200/ch7.PDF

How will the FAA benefit by the collection of 3900-6 data?

➢ SMIS provides a *central location* to document and track mishaps, with ready access to the information for authorized users.

➢ Data from this new system will:

- ◆ Improve collection of statistical information of occupational injuries.

- ◆ Improve ability to determine how, when, where and why injuries occur.

- ◆ Help to mitigate hazards.

- ◆ Help safety managers reduce injuries, resulting in a safer work place.

- ◆ Help to prioritize employee mishap prevention efforts.

- ◆ Help users maintain local OSHA 300 injury logs.

How do I access the site?

➤ Go to http://smis.faa.gov

➤ You can access SMIS through the **intranet** only.

➤ You need a User ID and a password

➤ Computer software requirements:

◆ Adobe Acrobat Reader version 4.0 or higher. (Note: Adobe Reader is available for download on SMIS homepage.)

◆ Microsoft Excel 2000 or higher.

◆ Microsoft Internet Explorer (IE5 and up)

Enter your User ID and Password

SMIS

SAFETY MANAGEMENT INFORMATION SYSTEM

: Links   : Forms   : Support

Authorization

UserName

JDoe   This is case sensitive

Password

456789

Login

Logging into the SMIS subjects you to FAA security regulations. Click here to read more about these regulations. If you forgot your User ID or Password, please contact the System Administrator.

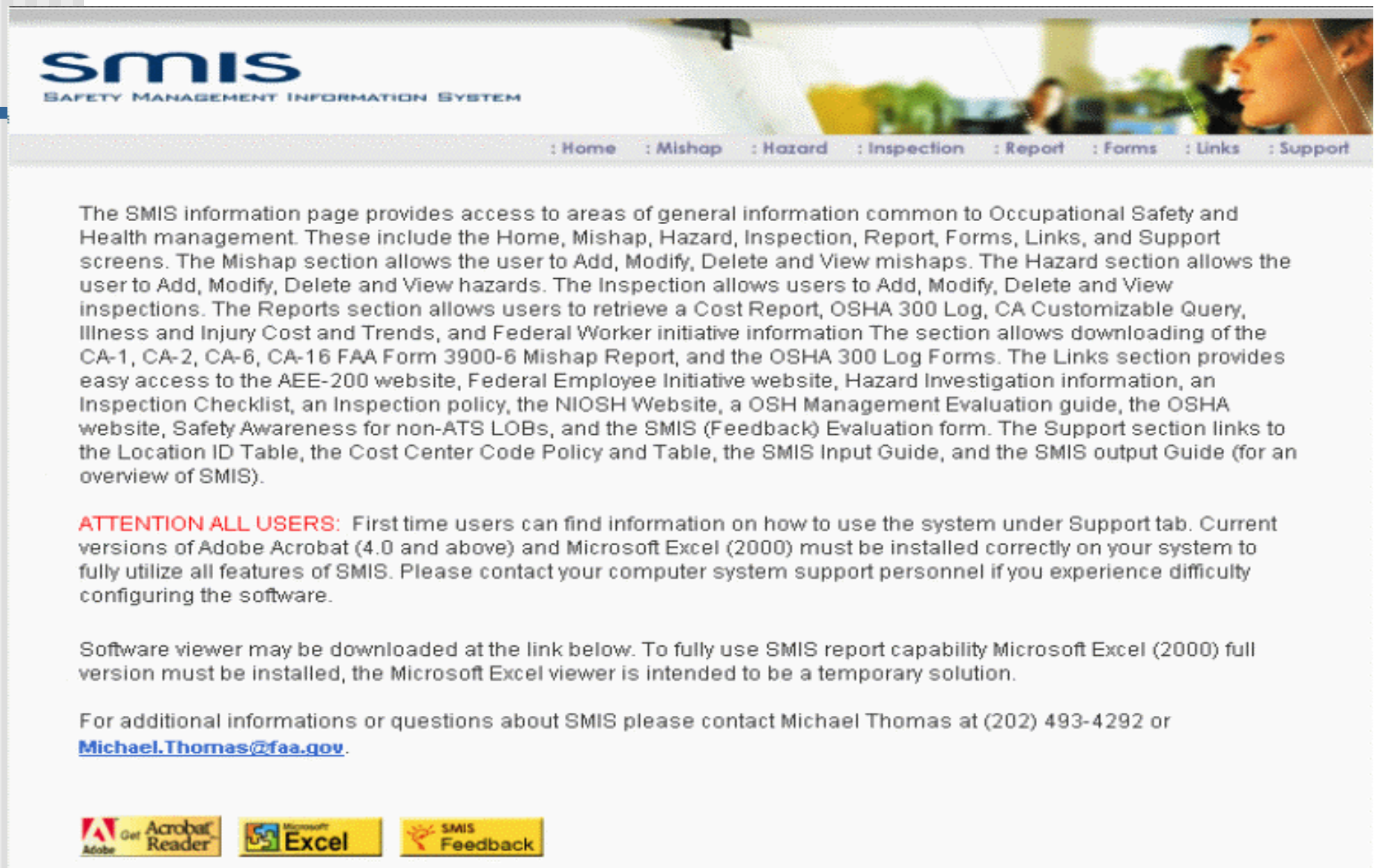### Information

...ne to the Safety Management Information System

1. **UserName** = First letter of your first name and your entire last name.(John Doe)
2. **Password** = Last 6 numbers of your SSN. (SSN 123-45-6789) or call 202-493-4292

...rosoft Internet Explorer ™ (IE5 and up).

FIRST TIME USERS: Change your password upon first logging into SMIS. Click here to change your password.

For additional informations or questions about SMIS please contact Michael Thomas at (202) 493-4292.

Get Acrobat Reader   Microsoft Excel

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An Information Page like this will appear

SMIS
SAFETY MANAGEMENT INFORMATION SYSTEM

: Home   : Mishap   : Hazard   : Inspection   : Report   : Forms   : Links   : Support

The SMIS information page provides access to areas of general information common to Occupational Safety and Health management. These include the Home, Mishap, Hazard, Inspection, Report, Forms, Links, and Support screens. The Mishap section allows the user to Add, Modify, Delete and View mishaps. The Hazard section allows the user to Add, Modify, Delete and View hazards. The Inspection allows users to Add, Modify, Delete and View inspections. The Reports section allows users to retrieve a Cost Report, OSHA 300 Log, CA Customizable Query, Illness and Injury Cost and Trends, and Federal Worker initiative information The section allows downloading of the CA-1, CA-2, CA-6, CA-16 FAA Form 3900-6 Mishap Report, and the OSHA 300 Log Forms. The Links section provides easy access to the AEE-200 website, Federal Employee Initiative website, Hazard Investigation information, an Inspection Checklist, an Inspection policy, the NIOSH Website, a OSH Management Evaluation guide, the OSHA website, Safety Awareness for non-ATS LOBs, and the SMIS (Feedback) Evaluation form. The Support section links to the Location ID Table, the Cost Center Code Policy and Table, the SMIS Input Guide, and the SMIS output Guide (for an overview of SMIS).

ATTENTION ALL USERS: First time users can find information on how to use the system under Support tab. Current versions of Adobe Acrobat (4.0 and above) and Microsoft Excel (2000) must be installed correctly on your system to fully utilize all features of SMIS. Please contact your computer system support personnel if you experience difficulty configuring the software.

Software viewer may be downloaded at the link below. To fully use SMIS report capability Microsoft Excel (2000) full version must be installed, the Microsoft Excel viewer is intended to be a temporary solution.

For additional informations or questions about SMIS please contact Michael Thomas at (202) 493-4292 or Michael.Thomas@faa.gov.

Get Acrobat Reader   Microsoft Excel   SMIS Feedback

To enter a mishap, go to the "Mishap" tab and click on "Add 3900-6"

Enter data in easy fill website!

Note: Mandatory fields are highlighted.

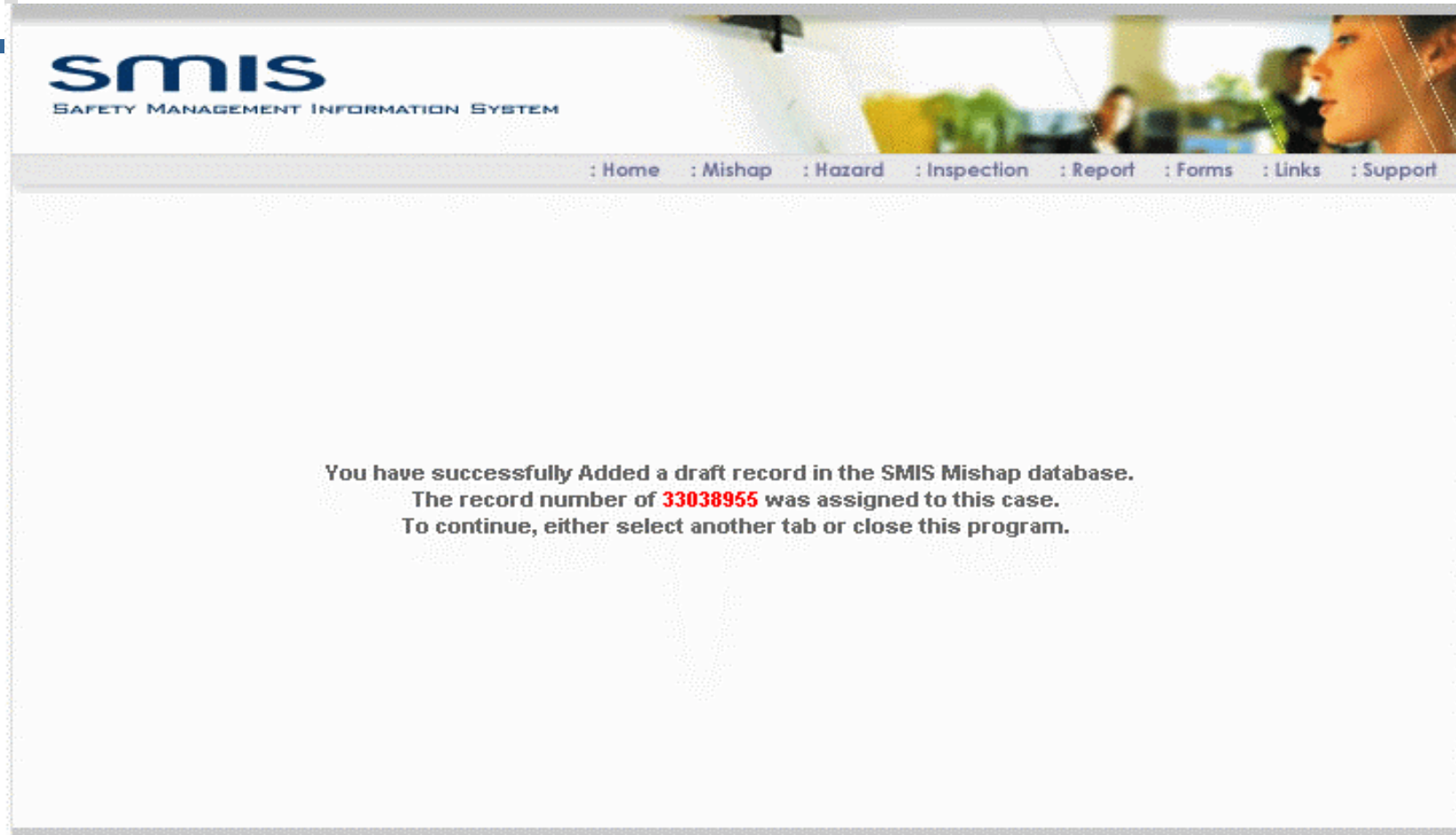"Submit Final report

VI. Submitter Information

74. Mishap Report Prepared By *(If not by Supervisor)*	75. Job Series Number
First _____ MI ___ Last _____	_____ ▼
76. Job Title	77. Routing Number *(e.g. AEA-XXX)*
_____	_____
78. Telephone Number *(e.g. xxx-xxx-xxxx)*	79. Date of Report *(e.g. mm/dd/yyyy)*
_____	_____

[Submit Final]   [Save Draft]   [Add Attachment]   [Reset]

Use "Save Draft" if you intend to come back to complete the form later.

The "Add Attachment" allows picture, audio, video, acrobat and word file attachments.
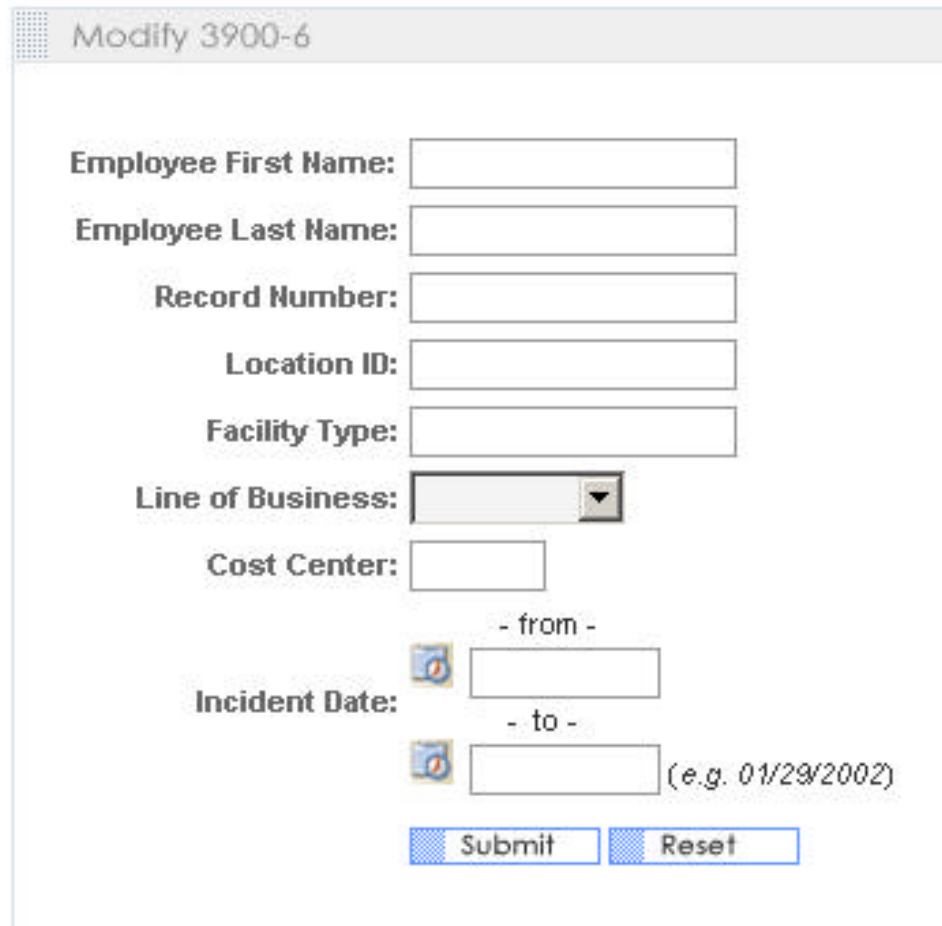
When the report is successfully submitted, you will get this message

SMIS
SAFETY MANAGEMENT INFORMATION SYSTEM

: Home : Mishap : Hazard : Inspection : Report : Forms : Links : Support

You have successfully Added a draft record in the SMIS Mishap database.
The record number of **33038955** was assigned to this case.
To continue, either select another tab or close this program.

NOTE: Please do not use the back arrow at this point!!!

To modify or view a 3900-6:

- Click on Mishap

- Click on Modify Mishap to make changes to it

- Click on View Mishap to just view it

- Enter the person's name, incident date and/or other selection information to locate the record.

Modify 3900-6

Employee First Name:

Employee Last Name:

Record Number:

Location ID:

Facility Type:

Line of Business:

Cost Center:

- from -

Incident Date:

- to -

(e.g. 01/29/2002)

Submit   Reset

SMIS REPORTS

- ## Cost Report
  - Provides estimated cost data and totals for individual cases selected by region, LOB, or division.

- ## OSHA 300 Log
  - Provides the OSHA log for either a facility or an entire region.

- ## CA & 3900-6 Customizable Queries
  - Provides information from the CA1, CA2, CA6 and 3900-6 forms. Data given is based on the form fields selected by the user.
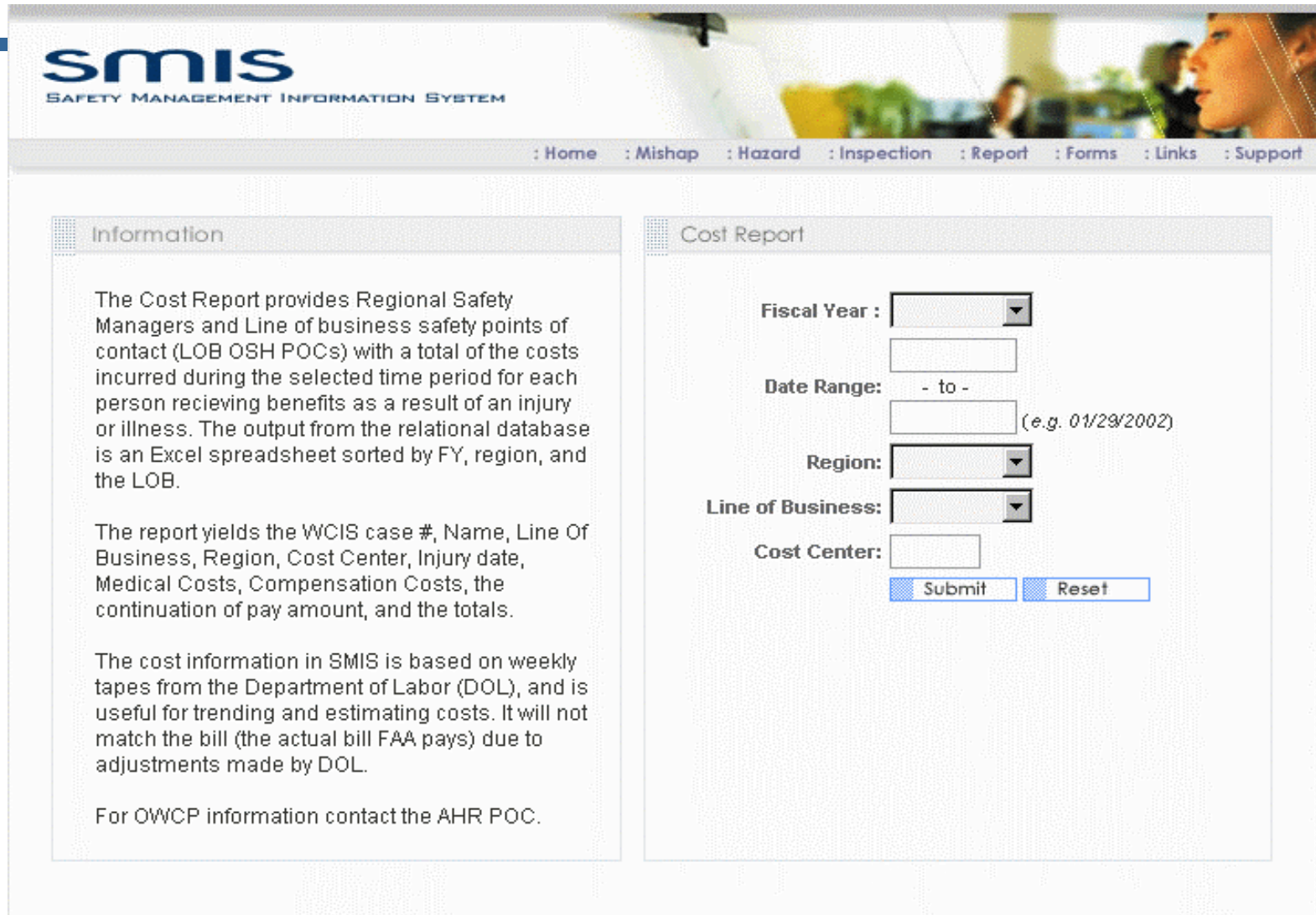
- ## Injury & Illness Cost &Trends
  - Provides a variety of cost data and trending information.

- ## Federal Worker Initiative
  - Provides the progress of LOB's or regions for the Federal Worker Initiative Program. Also provides data required in the annual report to OSHA.

The Cost Report Selection Screen

SMIS
SAFETY MANAGEMENT INFORMATION SYSTEM

: Home   : Mishap   : Hazard   : Inspection   : Report   : Forms   : Links   : Support

Information

The Cost Report provides Regional Safety Managers and Line of business safety points of contact (LOB OSH POCs) with a total of the costs incurred during the selected time period for each person recieving benefits as a result of an injury or illness. The output from the relational database is an Excel spreadsheet sorted by FY, region, and the LOB.

The report yields the WCIS case #, Name, Line Of Business, Region, Cost Center, Injury date, Medical Costs, Compensation Costs, the continuation of pay amount, and the totals.

The cost information in SMIS is based on weekly tapes from the Department of Labor (DOL), and is useful for trending and estimating costs. It will not match the bill (the actual bill FAA pays) due to adjustments made by DOL.

For OWCP information contact the AHR POC.

Cost Report

Fiscal Year :   [▼]

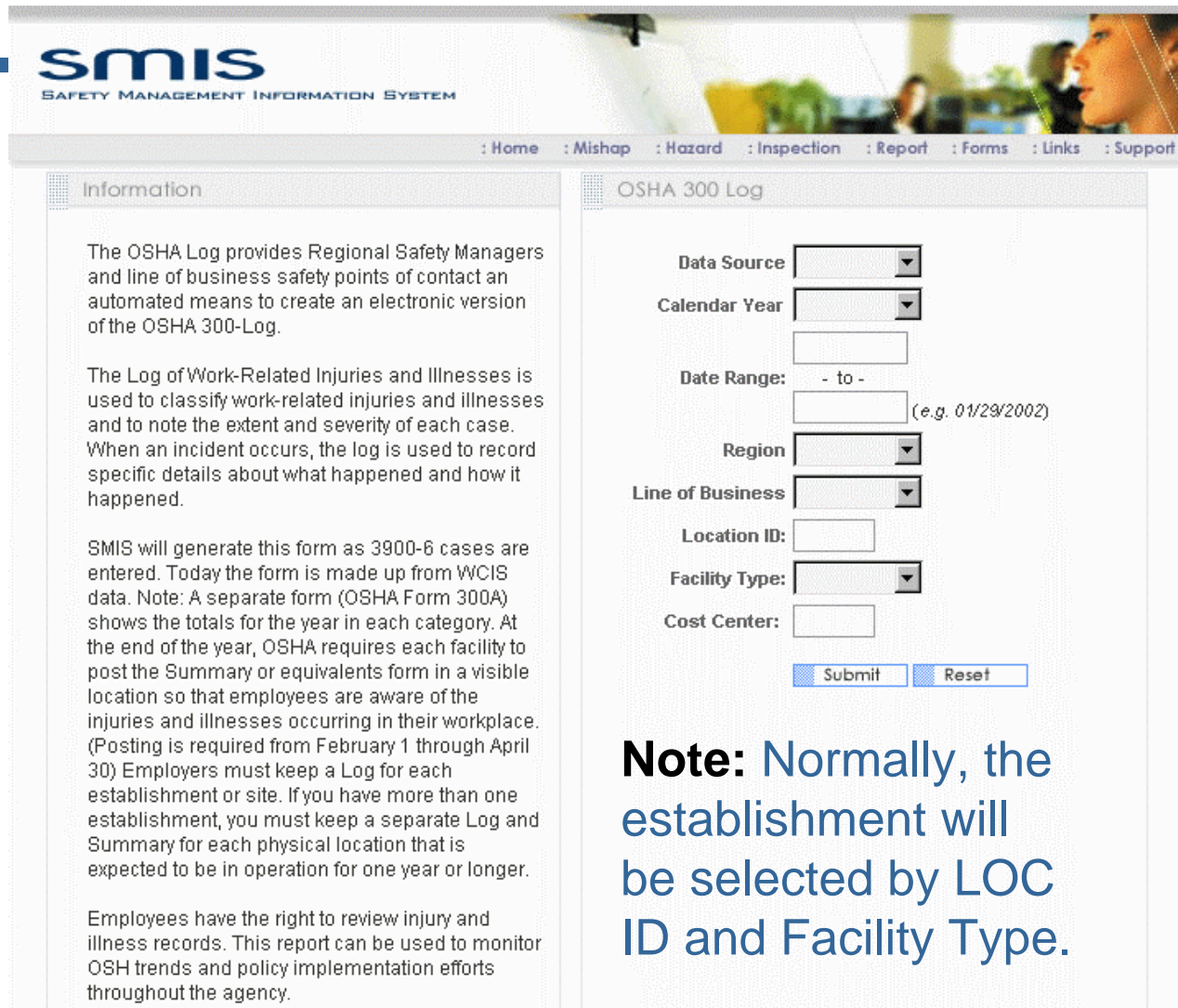Date Range: [   ] - to -

[   ] (e.g. 01/29/2002)

Region: [▼]

Line of Business: [▼]

Cost Center: [   ]

[Submit]   [Reset]

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The Cost Report looks like this.

Cost Report for SO Region and ATS Line of Business

Report for Fiscal Year 2002 created on 6/24/2003

*Note: COP Costs are the best available estimate for the time period selected.
The cost information in SMIS is based on weekly tapes from the Department of Labor, and is useful for trending and estimating costs. It will not match the chargeback bill (the actual bill FAA pays) due to adjustments made by DOL.

Line of Business	Region	Cost Center	AT or AF	Date of Injury	Medical Costs	Compensation Costs	Continuation of Pay	Totals
				NOTE: Ask questions when $0 in the Medical Cost field.				
ATS	SO		AT	03/23/1970	$0.00	$36,164.57	$0.00	$36,164.57
ATS	SO		AT	02/23/1993	$1,034.43	$19,232.79	$0.00	$20,267.22
ATS	SO		AT	10/01/1975	$0.00	$46,274.96	$0.00	$46,274.96
ATS	SO		AT	09/17/1973	$712.00	$25,487.54	$0.00	$26,199.54
ATS	SO		AT	08/08/1985	$10,077.70	$0.00	$0.00	$10,077.70
ATS	SO		AT	12/05/1974	$360.81	$45,210.13	$0.00	$45,570.94
ATS	SO		AT	02/01/1973	$3,467.49	$54,910.18	$0.00	$58,377.67
ATS	SO		AT	09/28/1974	$3,338.77	$59,798.18	$0.00	$63,136.95
ATS	SO		AT	01/07/1973	$2,100.55	$55,397.36	$0.00	$57,497.91
ATS	SO		AT	03/08/1973	$0.00	$52,763.86	$0.00	$52,763.86
ATS	SO		AT	07/30/1981	$0.00	$35,764.94	$0.00	$35,764.94
ATS	SO		AT	03/31/1976	$2,026.23	$50,534.07	$0.00	$52,560.30
ATS	SO		AT	01/01/1971	$0.00	$35,437.42	$0.00	$35,437.42
					$1,406,857.00	$21,495,663.26	$311,678.54	$23,214,198.80
							Total Number of Cases	712

(Cost Center column: DETAILS BLOCKED)

The OSHA Log Selection Screen

Note: Normally, the establishment will be selected by LOC ID and Facility Type.

WHAT DO YOU GET?

➤ **OSHA 300 Log**

- 3900-6 reports submitted into SMIS are automatically entered into the 300 Log.
- The Log can be retrieved from either WCIS or 3900-6 data. However, the WCIS data will not populate all fields of the Log.

➤ **OSHA 300A Summary**

- Provides the summary for posting Feb 1 –Apr 30. (Can be maintained from a remote location)

The OSHA 300 Log looks like this

OSHA's Form 300

Log of Work-Related Injuries and Illnesses

to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Occup

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____

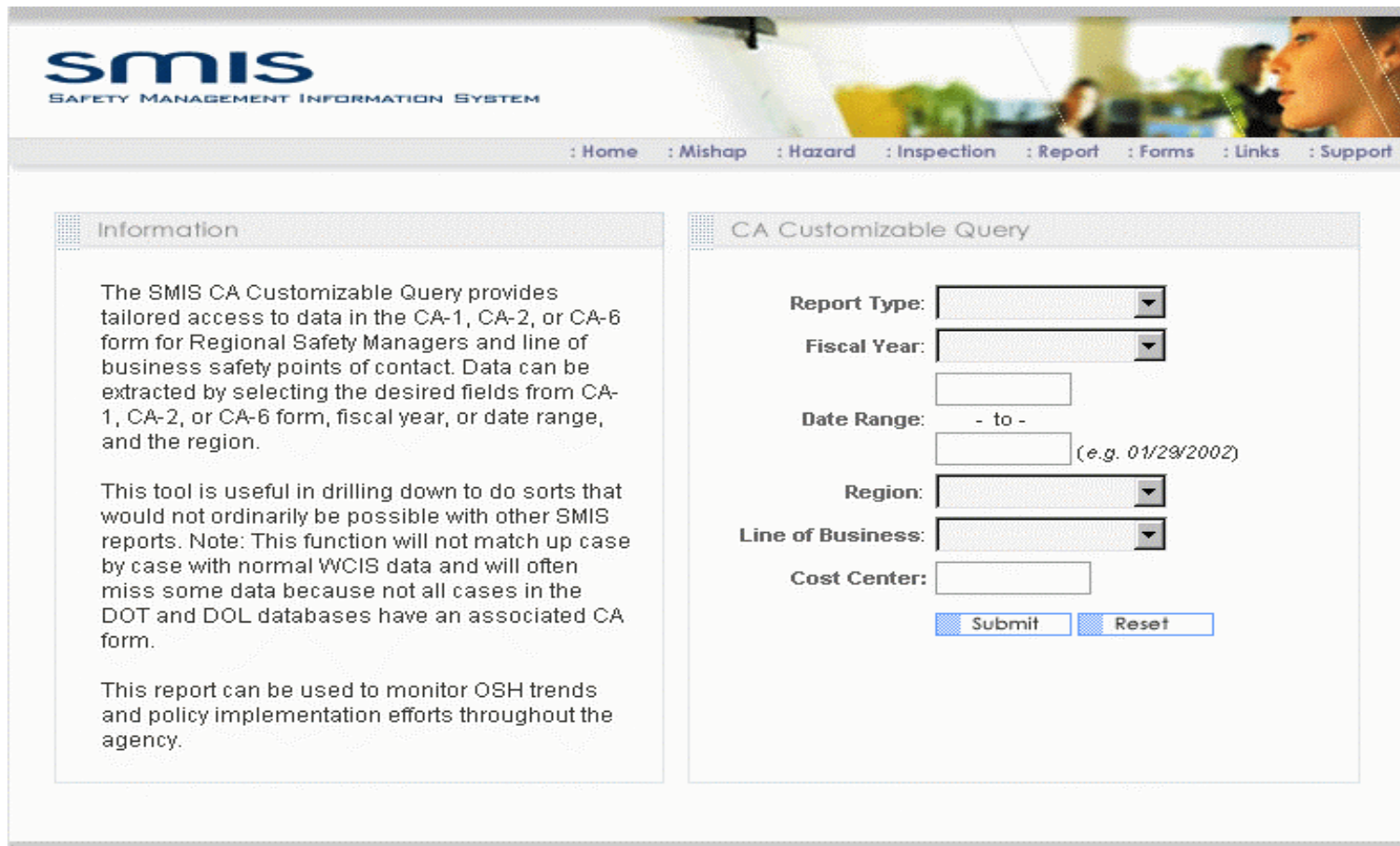| Identify the person					Describe the case	Classify the case					
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Using these categories, check ONLY the most serious result for each case:				Enter the number of days the injured or ill worker was:	
						Death (G)	Days away from work (H)	Remained at work		On job transfer or restriction (days) (K)	Away from work (days) (L)
								Job transfer or restriction (I)	Other recordable cases (J)		
	Ellen Smith	MAINTENANCE MECHA	2/7/2001		HANDLING FURNITURE/OFFICE EQUIP Back sprain						
	John Doe	ELECTRICAL ENGINEE	3/5/2001		MACHINERY Both eyes						
	Jane Doe	AIR TRAFFIC CONTRO	5/16/2001		CAUSE UNKNOWN Single leg						

Note: All fields will be filled automatically if you select 3900-6 as the data source. If you select the WCIS data (available to safety professionals only), only sections "a" through "f" will be filled in and you will have to manually enter lost and restricted work days on your log.

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The OSHA 300A Summary looks like this

Note: This form is required to be posted in the establishment from February 1 through April 30 of each year.

The CA Selection Screen

The Drill Down Selection

The CA or 3900-6 Output Screen

| | C15 | | = | Tone into right ear caused pain and some ringing after the 3rd event. | | | | | |

	A	B	C	D	E	F	G	H	I
1	Selected CA-1 Report for ASO Region, ATS Line of Business, 10/01/2001 - 09/30/2002								
2	Date Created	6/24/03							
3	DATE OF INJUR	CONTROVERT E	NATURE OF INJURY	PLACE OF INJURY	REGION COD	ADM_LOB	COST_CENTER	/ISOR CONTROVERT	
4	10/1/2001		Traumatic Stress		SO	ATS		N	
5	10/1/2001		Metal Trauma		SO	ATS		N	
6	10/4/2001		Left ear, loud tone.		SO	ATS		N	
7	10/6/2001		Neck sore, shoulders so		SO	ATS		N	
8	10/6/2001		Bruised L Shoulder, Con		SO	ATS		N	
9	10/2/2001		Both ears medium sharp		SO	ATS		N	
10	10/7/2001		High pitched tones in rig		SO	ATS		N	
11	10/1/2001		Neck and back area bet		SO	ATS		N	
12	10/6/2001		I landed on my left knee		SO	ATS		N	
13	10/9/2001		Tone if left ear - high pitc		SO	ATS		N	
14	10/15/2001		Ringing and sharp tempo		SO	ATS		N	
15	10/9/2001		Tone into right ear cause		SO	ATS		N	
16	10/17/2001		Bruised right knee and ri		SO	ATS		N	
17	10/21/2001		Strained lower back.		SO	ATS		N	
18	10/2/2001		Ankle sprain		SO	ATS		N	
19	10/24/2001		Trauma		SO	ATS		N	
20	10/24/2001		Trauma		SO	ATS		N	
21	10/18/2001		Dizziness, lightheaded a		SO	ATS		N	
22	10/18/2001		left shoulder and arm		SO	ATS		N	
23	10/23/2001		Pulled muscle or tendon		SO	ATS		N	
24	10/3/2001		The lower part of the bac		SO	ATS		N	
25	10/22/2001		Loud tone in war while w		SO	ATS		N	
26	10/22/2001		Jarred Back		SO	ATS		N	
27	10/8/2001		Nausea occurring on pos		SO	ATS		N	
28	10/13/2001		Lungs		SO	ATS		N	
29	10/16/2001		Left leg hamstring feels l		SO	ATS		N	
30	10/16/2001		Left knee sore at knee a		SO	ATS		N	
31	10/29/2001		Ringing in my ear (Right		SO	ATS		N	

Sheet1 / Sheet2 / Sheet3 /

Blocked details

INJURY & ILLNESS COST & TRENDS REPORT

➢ Provides cost and trending information

➢ Reports providing cost information

- Nature of Injury by Region
- Nature of injury by LOB
- Injury/Illness Type
- Job Series
- Injury/Illness Type by Job Series
- Anatomical Location
- Source of Injury

➢ Reports providing trending information

- Injuries by cases or by costs

The Selection Screen

The Injury/Illness Output screen

Injury/Illness Type / ALL LOB								
Report Date: FY-2002 1st Quarter Thru FY-2003 4th Quarter created on 6/23/2003								
Note: COP Costs are the best available estimate for the time period selected.								
Year	Region	Injury / Illness Type	Total Cases	% of Total Cases	Medical Costs	Compensation Costs	COP Costs	Total Cost	% of Total Costs
---	---	---	---	---	---	---	---	---	---
		Stressed by (repeated action)	23	6.87%	$20,129.46	$7,167.53	$42,326.77	$69,623.76	9.08%
		Lifted, strained by (single action)	18	5.37%	$46,907.45	$46,305.38	$11,188.88	$104,401.71	13.61%
		Struck against	14	4.18%	$0.00	$5,129.51	$9,258.66	$14,388.17	1.88%
		Struck by	12	3.58%	$0.00	$4,516.87	$5,995.05	$10,511.92	1.37%
		Exertion	9	2.69%	$0.00	$28,232.03	$2,534.39	$30,766.42	4.01%
		Cut by	8	2.39%	$0.00	$2,278.62	$1,095.85	$3,374.47	0.44%
		Contact	7	2.09%	$0.00	$1,611.88	$6,876.71	$8,488.59	1.11%
		Bitten by	4	1.19%	$0.00	$179.28	$830.27	$1,009.55	0.13%
		Traveling in	4	1.19%	$13,069.34	$924.27	$7,835.13	$21,828.74	2.85%
		Unclassified or insufficient data	4	1.19%	$0.00	$2,017.66	$16.55	$2,034.21	0.27%
		Struck	3	0.90%	$0.00	$7,289.18	$7,882.61	$15,171.79	1.98%
		Slip, trip; no fall	3	0.90%	$0.00	$239.51	$1,767.42	$2,006.93	0.26%
		Contact with (motion of person)	3	0.90%	$0.00	$0.00	$11,626.16	$11,626.16	1.52%
		No data available	3	0.90%	$0.00	$0.00	$0.00	$0.00	0.00%
		Fell, different level	2	0.60%	$0.00	$496.05	$0.00	$496.05	0.06%
		Fell, same level	2	0.60%	$0.00	$209.61	$0.00	$209.61	0.03%
		Caught on	2	0.60%	$2,124.86	$19,742.10	$4,536.27	$26,403.23	3.44%
		Contact by (motion of object)	2	0.60%	$0.00	$944.96	$0.00	$944.96	0.12%
		Stung by	2	0.60%	$0.00	$299.03	$798.47	$1,097.50	0.14%
		Struck by falling object	1	0.30%	$0.00	$1,767.89	$284.29	$2,052.18	0.27%
		Caught	1	0.30%	$0.00	$0.00	$352.66	$352.66	0.05%
		Caught in	1	0.30%	$0.00	$0.00	$0.00	$0.00	0.00%
		Ingestion	1	0.30%	$0.00	$100.00	$0.00	$100.00	0.01%
		Punctured, lacerated	1	0.30%	$0.00	$744.88	$293.36	$1,038.24	0.14%
	SO Total		335	100.00%	$220,776.92	$266,590.35	$279,487.86	$766,855.13	100.00%

Think Prevention *= Training, PPE, Engineer hazard out.*

FEDERAL WORKER INITIATIVE

➢ SHARE Initiative

   ◆ Formerly called Federal Worker 2000

➢ Provides reports that go into the LOB/Staff Office Annual OSH Reports

➢ Report types

   ◆ Total Case Rate

   ◆ Lost Time Case Rate

   ◆ Five Year Total and Lost Time Case Rate Summaries

The Selection Screen

The FWI Output looks like this.

Total Case Rate (5 Year Summary) for the SO Region and the ATS LOB

Report for Fiscal Years 2000 to 2004 created on 6/24/2003

	B	P1	G1	C1	C1/P1	P2	G2	C2	C2/P2	P3	G3	C3	C3/P3	P4	G4	C4	C4/P4	P5	G5	C5	C5/P5
LOB	Base line	2000 Popul ation	2000 Goal	2000 Cases	2000 Rate	2001 Popul ation	2001 Goal	2001 Cases	2001 Rate	2002 Popul ation	2002 Goal	2002 Cases	2002 Rate	2003 Popul ation	2003 Goal	2003 Cases	2003 Rate	2004 Popul ation	2004 Goal	2004 Case s	2004 Rate
SO	3.33%	6467	3.23%	255	3.94%	6570	3.13%	274	4.17%	6535	3.04%	315	4.82%	6451	2.95%	105	1.62%		2.86%	0	
		6467		255		6570		274		6535		315		6451		105		0		0	

* The RATES in Column F, J, N, R & V are determined by dividing the population of the group selected in the dropdown menu by the number of injuries & illnesses.

* The Goals are determined by the rate of the baseline year of 1997. The measurement begins in the year 2000. The Goal rate should be reduced by 3% each year thereafter. If the goal reached 2% than rate do not reduce.

Questions/Problems/Passwords?

- Contact Michael Thomas
  - 202 493-4292
  - Michael.Thomas@faa.gov
- Contact Vicki Hershiser
  - 202 267-8425
  - Victoria.Hershiser@faa.gov
- Call your ROSHM or LOB OSH POC
  User comments and suggestions are welcome.